

How to Share Large Files with External Recipients over OneDrive

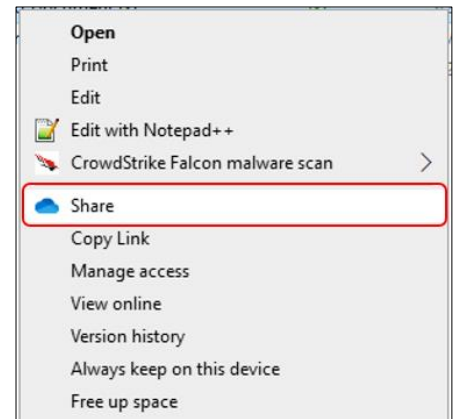
Overview

The steps below outline the process to share large files with external recipients using OneDrive.

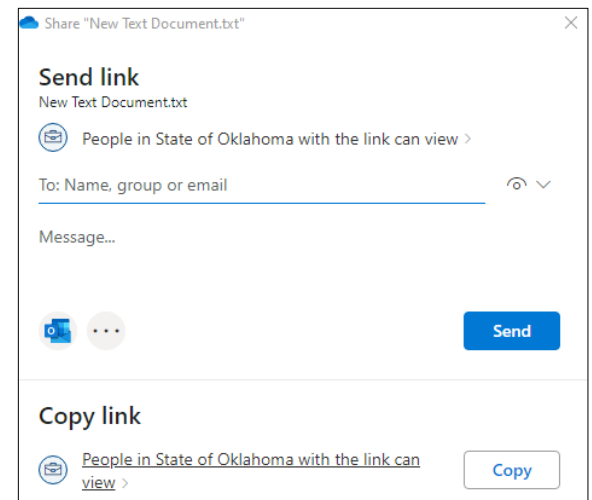
Procedure

Step 1: Go into your File Explorer and browse to the file you would like to share.

Step 2: Right click the file and choose **Share**. This icon should have a cloud next to it.



Step 3: Under **Copy Link**, select the **People in State of Oklahoma with the link can view** option.



Step 4: Select the **People you choose** radio button and type in external recipient's email address.

Share "New Text Document.txt"

Sharing settings
New Text Document.txt

Share the link with

☐ Anyone

☐ People in State of Oklahoma

☐ People with existing access

☒ **People you choose**
Share with specific people you choose inside or outside of State of Oklahoma, using their name, group, or email.

More settings

☒ Can view

Apply **Cancel**

a. To specify file editing options, select the dropdown arrow next to **Can view** and click editing access for shared file.

b. Select **Apply**.

People with existing access

☐ Can edit
Make any changes

☐ Can review
Can only suggest changes

☒ Can view
Cannot make changes

☐ Can view

c. Choose **Copy** and paste provided link in your email to the external recipient to share the file.

Share "New Text Document.txt"

✓ **Link to 'New Text D...cument.txt' created**

<https://officemgmtenterv-my.sharepoint.com/:t/g/per> **Copy**

☐ People you specify can view >

To Shaun Patrick

Cc

Subject Sharing Files

Good morning,
I am sharing a file with you, please retrieve it from this link [New Text Document.txt](#)

Thank you,
Shaun Patrick | Security Technician
Cybercommand | OMES
[Oklahoma.gov](#) | [omes.ok.gov](#)

OKLAHOMA